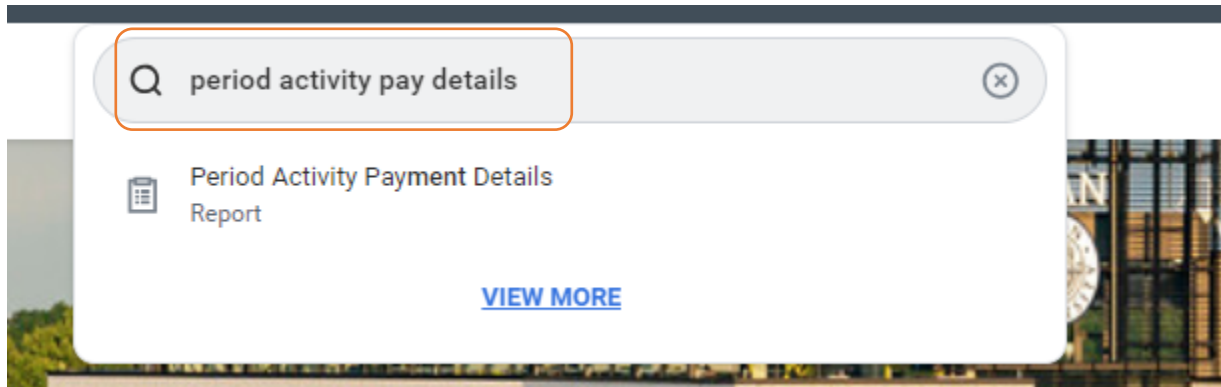


How To View *Period Activity Pay* in **Workday**

To view *Period Activity Pay* for an *upcoming* semester, submit a request to *review the contract details*

1. Log in to Workday and search “**Period Activity Payment Details**” using the search bar
2. Select ***Period Activity Payment Details Report***



From the **Period Activity Payment Details** screen, enter the following information:

View As Of date: Start date/First day of the Semester you are interested in (consult the [Kean Academic Calendar](#))

Employee: Enter your name by typing in it or select it from the drop-down list

Time Period: Select the Academic Period/Semester of interest

Note: If the *Time Period* you are interested in is not yet available in Workday, please follow up with your hiring manager

Period Activity Payment Details

Employee Selection

View As Of * 01/16/2024 

Employee * X Keanu Cougar ... 

Time Period or Date Range for this Report

Time Period

Period X Spring 2024 

Once you have entered the required information, select “OK.”

OK Cancel

Note: The contract information will be preliminary until the first day of the semester/ “Activity Start” date

Period Activity Payment Details

Employee Keanu Cougar


Supervisory Organization Michael Graves College (David Mohney)

Position Adjunct Faculty - Keanu Cougar Period Spring 2024

1 item

Activity	Activity Start	Activity End	Unit	Qty	Unit Rate	Scheduled Amount
ADJ - Adjunct Salary - Teaching	01/16/2024	05/10/2024	Course	1	\$3,410.00	\$3,410.00
Total:						\$3,410.00

After the start of the semester, view Current Activity Pay in Workday via the **Compensation tab**, within *employee profile*.



Keanu Cougar

Adjunct Faculty

Actions

Email

Team

Summary

Overview

Job

Academic

Benefits

Compensation

Absence

Pay

Worker Compensation Step

Current Activity Pay

Historical Activity Pay

Worker Compens

View with Payment Details

Position

Adjunct Faculty

Period

Fall 2023

2 items

Activity	Comment	Activity Start
ADJ - Adjunct Salary - Teaching	Contract ID: Assignment: CED*5944* GL Number: 11152515113 Location: KEAN UNIVERSITY UNION Type: Teaching Responsibility: ATCH - ATCH Purpose: Credits: 3.00 Contract Comments: Printed Comments:	09/05/2023

*Historical
Period
Activity Pay*
can be
reviewed via
the **Historical
Activity Pay**
tab

Worker Compensation Step	Historical Activity Pay	Worker Compensation Step History
Position Adjunct Faculty		
Period Activity Assignments 4 items		
Academic Period	Organization	
Spring 2023	College of Science, Mathematics and Technology (George Chang)	
Fall 2022	College of Science, Mathematics and Technology (George Chang)	
Fall 2021	College of Science, Mathematics and Technology (George Chang)	
Spring 2021	College of Science, Mathematics and Technology (George Chang)	

Contact your hiring manager or College Dean's Office Representative for clarification on questions related to Activity Pay amounts and assignments

For payment information utilize Payslip in Workday. The *Viewing your Payslip* guide is linked here: <https://www.kean.edu/offices/human-resources/keanworkday>.

Direct **Workday** specific questions to workday@kean.edu